

ASSISTANT GOLF COURSE SUPERINTENDENT

#7685
5/24/04

FLSA: Exempt

NATURE OF WORK: The fundamental reason this position exists is to direct and participate in the work of skilled, semi-skilled and unskilled duties involved in the care and maintenance of the City's public golf courses. The employee is responsible for assisting the Golf Course Superintendent with the care and maintenance of golf and related facilities, to include irrigation and allied systems. The essential functions are: assists in overseeing the daily maintenance activities of assigned golf course; supervises personnel; and maintains equipment. The employee reports directly to the Golf Course Superintendent.

MAJOR WORK BEHAVIORS AND TASKS: *The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. The performance of "non-essential functions" is not optional for employees not covered under the ADA.*

***ESSENTIAL FUNCTION:** Assists the Golf Course Superintendent in overseeing the daily maintenance activities of the assigned golf course, softball fields, and outlying areas in order to perform facility and grounds upkeep.

- Observes conditions of the grounds on a daily basis in order to assess maintenance needs.

- Assists in scheduling mowing, water application, fertilization, pesticide application, turf repair and general maintenance of rough, greens, tees and fairways.

- Operates tractors, mowers, sprayers and other mechanized equipment.

- Mixes and applies all types of pesticides, adjuvants, and plant growth regulators.

- Maintains sand bunkers to include applying chemicals and fertilizers for the control of weeds, edging, raking, and replenishing sand.

- Ensures the good health of golf course greens through proper aerification, topdressing and verti-cutting.

- Inspects golf course for damage, plant disease, debris, and proper operation of the sprinkler systems.

- Recommends needed golf course improvements and maintenance procedure changes to supervisor.

- Directs the pruning or removal of dead or damaged trees.

- Checks and maintains irrigation system.

- Performs maintenance duties on the softball grounds and outlying areas.

ESSENTIAL FUNCTION: Supervises personnel such as Mechanics, Equipment Operators, Service Maintenance Workers, and Recreational Aides following Personnel Rules and Regulations in order to ensure the effective performance of employees, efficient operations, and the consistent application of all policies and procedures.

- Defines job duties and requirements of the various classifications in golf course and grounds maintenance operations, and communicates those requirements to the supervisor.

- Sets standards for performance of golf course and grounds maintenance employees.

- Evaluates employee performance and counsels employees concerning strengths and

weaknesses.

Recommends disciplinary action to improve unsatisfactory performance to include written reprimand.

Conducts meetings with employees to discuss changes in policies or procedures, solicit input or recommendations and review overall performance of golf course and grounds maintenance operations.

ESSENTIAL FUNCTION: Maintains equipment and performs or provides for equipment and tool repair for all golf course and grounds maintenance equipment and tools to include lawn mowers, mower reels, and golf carts in order to maintain proper working equipment, tools, and supplies.

Assigns and performs maintenance activities including equipment repair and preventive maintenance, mowing, and sprinkler system repair and maintenance.

Maintains records of chemicals applied, fertilizer applied, and fuel usage for department inventory and supplies control.

Maintains and updates inventory listing of equipment and supplies at assigned golf course.

Makes recommendations for new equipment purchases to the supervisor for the annual budget.

KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the methods used in the care and maintenance of golf courses and grounds.

Knowledge of plant diseases and destructive insects and weeds.

Knowledge of golf course maintenance, turf equipment, and supplies.

Knowledge of the properties, use, and application of various chemicals, including fertilizers, pesticides, and growth control agents.

Knowledge of environmental requirements of various types of grasses including warm and cool season grasses, shrubs, and trees.

Knowledge of maintenance and repair of large irrigation systems to include pump stations.

Knowledge of mechanical repair to include reel mowers.

Knowledge of the occupational hazards involved in the various types of work performed and appropriate safety and precautionary measures applied.

Knowledge of personnel policies and procedures pertaining to leave, overtime, discipline, and performance appraisal.

Ability to plan, assign, and supervise the work of a small group of unskilled, semi-skilled, and skilled workers.

Skill in the use of tractor mounted mowing, chemical spraying equipment and light earth moving equipment.

Skill in the use of hand tools.

Ability to perform manual labor.

Ability to keep detailed records as needed to maintain inventory and maintenance records.

Ability to detect plant diseases or damage on the golf course.

Ability direct the activities of unskilled, semi-skilled and skilled laborers.

Ability to perform maintenance on mowing equipment and tools.

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SPECIAL REQUIREMENTS: Must be able to obtain a pesticide license withing six months of accepting the job.

MINIMUM QUALIFICATIONS: Graduation from a two year college or university with a degree in golf course management or related degree and one year responsible golf course maintenance experience; or an equivalent combination of experience and education.